

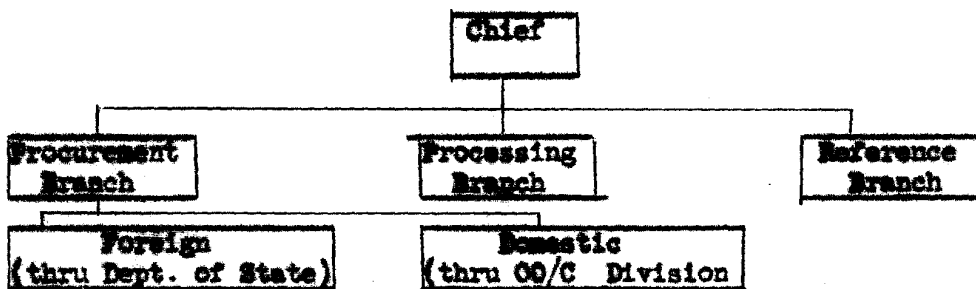
DRAFT
Re-write

14 February 1957

I. GENERAL

The Map Library Division (D/GL) of the Geographic Research Area is located in the Washington Auditorium, 1901 New York Avenue, N. W. It is the official Agency center for intelligence maps, atlases, photo mosaics, gazetteers, and other geographical publications relating to the requirements of researchers for maps and map materials. In addition, it coordinates for the Intelligence Community the procurement of maps and map materials on all foreign areas.

II. ORGANIZATION



III. FUNCTIONS

A. Procurement Branch

Procures maps on foreign areas via Geographic Attaches or other officers at the various Foreign Service posts of the United States; exploits map material potentialities of U.S. Companies or

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individuals with interests abroad; prepares and coordinates requirements for foreign maps and related publications for all U. S. Government mapping agencies.

B. Processing Branch

Catalogs, indexes, and files incoming material; prepares periodic acquisition lists of maps received in CIA and other U. S. Government agencies; maintains repository collection of maps and map materials.

C. Reference Branch

Guides and assists intelligence researchers in exploitation of map collections. Borrows maps from other libraries, or facilitates obtaining of maps from overseas, as required.

IV. MAPS AND MAP MATERIALS AVAILABLE IN D/GL

D/GL's collection is comprised predominantly of special-subject maps on foreign areas. Virtually nothing is maintained on the U.S.; however, domestic maps can be quickly procured upon request. Loan or retention copies of topographic maps on a scale larger than 1:50,000 are not generally maintained, but can be readily procured from other map libraries.

The following kinds of maps and associated materials are available in the Map Library.

A. Special- Subject Maps

Special-subject maps make up by far the largest single collection, and they cover a wide range of subjects. The maps are

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filed according to the following subject categories:

Agriculture	Land Use	Railroads
Air	Military	Religion
Base	Military Front	Resources
City Plans	Minerals	Roads
Climate	Ocean Waterways	Telecommunications
General	Oil	Topography
Health	Peoples	Trade
History	Physical	Transportation
Industry	Political	Vegetation
Inland Waterways	Power	Water Supply

B. General Maps

General maps cover continents countries, and parts of countries, usually in a single sheet, and show boundaries, transportation, cities, and related information in about equal detail.

C. Series Maps

A map series is a group of map sheets which together provide coverage of a given area for a given subject. Series maps are predominantly topographic, usually showing the area covered in great detail; however, the category includes a few special-subject series maps covering individual topics such as roads, vegetation, and soils.

D. Presentation Maps

Numerous specially-mounted maps are available on a loan basis for use in lectures and briefings. Other maps, such as the National Geographic Society maps, are available on a retention basis for reference, presentation, or wall use.

E. Materials of the Air Target Materials Program (ATMP)

This Department of the Air Force program is concerned with urban area targeting studies, Target Information Sheets, annotated

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photomosaics, and various related charts and other graphics. The materials, for which the Map Library is the CIA depository, are produced through two components of AIMP, the Air Objective Folder Program and the Tactical Target Program. All may be procured on a retention basis if necessary.

F. Atlases

One or more copies of all important foreign and domestic, general and special-subject atlases are available in the Map Library. A current reading shelf of new atlases is also maintained.

G. Gazetteers

The Map Library has a large collection of foreign gazetteers. Name changes in the Sino-Soviet Bloc and other foreign areas are received regularly and incorporated in a master file which is arranged alphabetically by city name. Included in the collection are NIS, Army Map Service, and other gazetteers published by the U.S. Government, as well as numerous foreign governmental and commercial publications.

H. Map Publishers' Catalogs

These catalogs list maps published by each agency or company. Index maps are often included in the catalogs to show coverage available in large-scale series maps.

I. Glossaries

Most of these are related to mapping terms and are primarily for reference use; however, some are available for retention or loan.

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J. Postal Guides

These are held only if they contain place name lists for the individual countries.

K. Pilots or Sailing Directories

L. Bibliographies of Maps and Related Publications

M. Signs and Symbols Sheets or Volumes

These identify and explain the symbols used on single sheet or series maps.

N. Lists or Publications Relating to Place-Names

Lists or publications relating to place-names (other than previously noted gazetteers, postal guides, etc.) or summaries of recent place-name changes, and language changes.

O. Publications Issued by Map-Holding or Publishing Organizations

Publications relating to their collections, accessions, and actual issuances.

P. Publications Relating to Methods, Processes, and End-Products of Transliterations

Q. Map Supplements

Publications which explain a specific map, and without which the map has very little or no significance.

R. Time Tables (Current)

S. Guide Books (Current)

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T. Selected Periodicals on Cartography, Photo Interpretation and Photogrammetry

U. Boundary Studies

V. RESEARCH AID

A. Card catalogs for the entire collection, and for significant holdings in other governmental map libraries.

B. Personal assistance in selection and evaluation of maps or map materials for research use, report illustration, briefings, preparation of requirements, and wall and desk use.

C. Special procurement of maps and related materials upon request. This includes foreign, domestic, governmental, commercial, or privately-produced maps.

D. Provision of information on locations, coordinates, distances, place name spellings, and other geographic identification data.

E. Circulation of the monthly Acquisitions List of B/HL classified receipts, and the weekly Joint Acquisitions List of Maps of Foreign Areas covering receipts of major governmental libraries.

VI. PROCEDURES TO BE FOLLOWED BY RESEARCHERS

Requests for maps, map materials, general information, and research assistance should be referred to the Reference Branch (Extensions 2596, 2597, 2479, 2527). Personal visits are encouraged, since the researcher will benefit from his own examination of the card catalogs, indexes, and other reference materials held in this branch. All maps not physically held in the Map Library will be ordered, on request, by Reference Branch. Loan and recall procedures are adjusted, insofar as possible, to the requestor's requirements.

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Requests for renewal or extension of due dates on loan materials should be referred to the Circulation Desk, Extension 573.

Again, personal examination of the map holdings is recommended, since this is the best way to get a clear picture of the quantity and variety of maps that are available.

VII. CARD CATALOG AIDS

A. For Total Map Collection

1. Regional Card Catalog

Indexed by country, subject, and scale.

2. Subject Card Catalog

Indexed by subject categories cited in IV A, above.

3. Numerical Card Catalog

Indexed by Map Library Accession Number.

Each card filed in these catalogs bears a color signifying source and/or availability of the map according to the following system.

White - non-CIA produced (other than series maps);
available in D/GL.

Red - Series map; available in D/GL.

Green - CIA-produced; available in D/GL.

Blue - Located in another agency's collection.

B. For CIA-Produced Maps

Two catalogs, indexed by geographical region and CIA map number, respectively.

C. For Atlases and Gazetteers

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